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**SANDIA NATIONAL LABORATORIES
CIVILIAN RADIOACTIVE WASTE MANAGEMENT PROGRAM
QUALITY ASSURANCE IMPLEMENTING PROCEDURE (QAIP)**

QAIP 6-4

DOCUMENT CONTROL

Revision 00

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REVISION HISTORY

Revision	REVISION DESCRIPTION
00	This is the initial version of this document.

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1.0 Purpose and Scope

This procedure describes the Sandia National Laboratories (SNL) Civilian Radioactive Waste Management (CRWM) Program's system for ensuring that documents meeting the definition of a controlled document (CD) are controlled, maintained, and that correct versions of the documents are made available to appropriate personnel in electronic form online for use at the locations where the work is being performed.

Implementing documents that specify technical requirements or quality requirements, describe the conduct of processes, or establish the design of systems important to waste isolation, nuclear safety, or demonstration of regulatory compliance shall be controlled in accordance with this procedure. SNL CRWM controlled documents are limited to Quality Assurance Implementing Procedures (QAIPs) and Technical Procedures (TPs).

Document users are responsible for using the correct and active document in performing work activities. Correct and active document versions are available as online documents and can be accessed through the web at the following web address:

<http://www.nwmp.sandia.gov/online documents>.

Only those documents residing online are considered official Controlled Documents.

2.0 Definitions

Controlled Document: A document that is prepared, reviewed, and approved in accordance with established implementing documents; subject to controlled distribution; and subject to a defined change control process

Document Control: The process for controlling documents that provides for adequacy review, version control, approval for release by authorized personnel, and distribution for use at the prescribed work locations.

Online: Available by accessing the Sandia National Laboratories Yucca Mountain Project Online Documents web site.

3.0 Procedure

3.1 Preparation of a Controlled Document

Preparation of a Controlled Document by assigned SNL CRWM staff is addressed in implementing procedures QAIP 5-1, Section 3.1, and QAIP 20-1, Section 3.0. Controlled Documents shall be effective on the date the document is made available through the online documents web site.

3.2 Review, Approval, and Issuance of a Controlled Document

The review, approval, and issuance of a Controlled Document is addressed in implementing procedures QAIP 5-1, Sections 3.2 and 3.3, and QAIP 20-1, Section 3.0. The assigned SNL CRWM staff is responsible for approving the document for release.

When a Controlled Document is issued, a unique document control number will be assigned by Document Control Staff. The author or designee shall then complete Form QAIP 6-4-1 and submit it to Document Control to be included in the original document package.

The Document Control Staff shall:

- Update the Controlled Documents database.
- Notify the SNL CRWM Managers by e-mail for further dissemination.
- Add the document to the online documents web site.

The author shall provide the following to the SNL CRWM document control:

- Approved original document in its entirety.
- Electronic version of the original document in Microsoft Word.
- Any applicable support documentation (e.g., documented review and comment).

The Document Control Staff reviews the original document package for legibility, correctness, and completeness. The following are examples:

- Approval signatures (document changes, other than those defined as editorial changes, shall be reviewed and approved by the same organization that performed the original review and approval).
- Editorial changes.
- Document completeness (document type, number and revision, a place to fill in the effective date, correct pagination, change bars, electronic copy).

Issues of legibility and completeness will be resolved with the author before distribution. After determining that the package is complete, the Document Control Staff updates the Controlled Documents database.

3.2.1 Online Documents

The Document Control Staff will place the approved Controlled Document (electronic version) online with "read only" access. The online document will reflect the approval authorization(s) and the effective date. As part of placing the document online, the Document Control Staff shall ensure a notation similar to the following is placed near the top of the first page of the document:

"IMPORTANT NOTICE: A printed copy of this document may not be the version currently in effect. The current official version is available via the Sandia National Laboratories Yucca Mountain Project Online Documents web site."

The Document Control Staff will print the Controlled Document and verify the online document is identical in content to the signed original. If discrepancies exist, the Document Control Staff will ensure the discrepancies are resolved prior to making the document available online. The Document Control Staff shall notify SNL CRWM Managers using e-mail when an online document is issued to facilitate notice and dissemination to appropriate staff members.

Note: Only those documents residing online are considered official Controlled Documents. If an online document is printed, the printed hard copy is NOT considered to be a controlled document and is considered to be an “Information Only” copy.

3.3 Changes to a Controlled Document

Changes to a Controlled Document shall be reviewed in accordance with implementing procedures QAIP 5-1, Section 3.2, and QAIP 20-1, Section 3.0. The assigned SNL CRWM staff responsible for approving the document for release shall approve changes or editorial corrections. Documents shall identify the method used to incorporate changes and include a history of revisions including reason for changes.

Editorial changes to a Controlled Document may be made without requiring a formal review. The Controlled Document containing the editorial changes shall be reissued by the author as a revision and distributed to affected recipients as listed on Form QAIP 6-4-1. The following items are considered editorial changes:

- Correcting grammar or spelling.
- Renumbering sections or attachments that do not affect the chronological sequence of work.
- Changing the title or number of the document.
- Updating organizational titles.

NOTE: A change in an organizational title accompanied by a change in responsibilities is not considered an editorial correction.

Substantive changes and expedited changes to a Controlled Document are addressed in QAIP 5-1, Section 3.4.

3.4 Status of a Controlled Document

The current status of a Controlled Document is available by viewing the official online version of the Controlled Document. If a Controlled Document has been recalled and therefore removed from the online documents web site, status information is available by requesting the document status from a Document Control Staff member.

3.5 Recall of a Controlled Document

When a Controlled Document and its unique document control number is no longer needed or used, the author or designee shall complete Form QAIP 6-4-1 and submit it to the Document Control Staff.

The Document Control Staff shall:

- Update the Controlled Documents database.
- Notify the SNL CRWM Managers by e-mail for further dissemination per the recipients listed on Form QAIP 6-4-1.
- Remove the recalled Controlled Document from the online documents web site.

4.0 Records

Quality Assurance (QA) records generated through implementation of this procedure and listed in the following table shall be prepared and submitted to the SNL Records Center in accordance with AP-17.1Q, *Records Management*.

QA Record Type	Submittal to SNL Records Center Required?
Original of the Approved Controlled Document	Yes
Form QAIP 6-4-1	Yes
Any applicable support documentation	Yes

5.0 References

AP-17.1Q Records Management
QAIP 5-1 Preparing and Approving Quality Assurance Implementing Procedures
QAIP 20-1 Technical procedures

6.0 Appendices

Appendix A SNL CRWM Issue/Distribution/Recall of a Controlled Document, Form QAIP 6-4-1.

SNL CRWM Issue/Distribution/Recall of a Controlled Document

Please type or print. If new or revised document, include one (1) ORIGINAL copy of the document to be copied for distribution and associated review documentation, if any, and electronic copy, preferably as a Microsoft Word document.

Requester's Name		Org	
Document Title (s)		Document Type/Number	Revision
Please check all that apply:			
This is a/an			
<input type="checkbox"/>	Entirely new document.		
<input type="checkbox"/>	Revision; change bars are included (previous revision is superseded).		
<input type="checkbox"/>	Recall Document: _____ Revision: _____ It is being recalled by the Document listed above. (A copy of this form will be placed in the records package of the recalled document)		
<input type="checkbox"/>	Recall Reason for recall: _____		
List any item(s) in the document appendices to be made into templates:			
List of Recipients who will be notified by email of document issue:			
Note: All Controlled Documents will be placed on the web at the following web address: http://www.nwmp.sandia.gov/online documents			
<u>Recipient</u>		<u>Address</u>	
Requester's Signature (Document Control Staff may sign for telephone or e-mail requests)		Date	
Approved by Document Control		Date	
Return to: Author			